Southwestern University has developed a proactive vehicle safety program that was implemented in December 2001. This program will help reduce the risk of operating 15 passenger vans (greater risk of a roll-over accident). It involves the following requirements prior to driving any 15 passenger van: driver license check, web-based van driver training, and following our safe driving instructions.

In April 2002, the second part of the vehicle safety program was implemented. All drivers (employees) who use a fleet car (including campus sponsored visitors using our fleet cars), rental car, or personal vehicle for university business must have an approved driver license check and follow our safe driving instructions. No classroom training is required for use of cars. Only approved drivers will be allowed to reserve and use fleet vehicles.

This risk management policy is designed to reduce the risk of vehicle accidents and avoid personal injuries, property damage, lost productivity, service interruption, workers compensation claims, direct and indirect costs, and potential liability claims which may result from unsafe drivers.

Summary

If you drive any 15 passenger van (11 passengers allowed):

1. Driver license record check
   o (Texas license required)
2. Complete van driver web-based safety training
3. Complete hands-on van driving instruction
   o (experienced van drivers may be exempt)
4. Follow required safe driving instructions

If you drive a car, (fleet, rental or personal vehicle) for University business:

1. Driver license record check (Texas license required)
2. Review and follow all safe driving instructions

Drive Safely  Drive Defensively
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15 Passenger Van Program - (11 passenger maximum)

1. Get approved driver status from S.U. Police (driver license check, bi-annual).
   • Driver requirements: 2 year minimum driving experience.

2. Van driver safety training: WEB BASED
   • Van driver web-based training (Alertdriving.com)
     • Contact Derek Timourian (x 1665) or Helyne Knauth (x 1916)
   • Hands-on road training/practice session (Derek Timourian x1665)
     • Experienced drivers may be exempt from hands-on training. Experienced driver
       criteria: driver has driven a 15 passenger van on a minimum of two road trips,
       (including highway experience) within the past three years without an
       incident/accident.
   • Safe driving instructions for vans:
     • Require drivers and passengers to wear seat belts at all times while traveling. Driver
       responsible to ensure all passengers are wearing seat belts prior to leaving.
     • Check safety equipment prior to each trip.
       Check tires, wipers, lights, horn, signals and flashers.
     • Avoid significant driver distractions: shall not use a cell phone, eat, smoke, read map,
       apply makeup, etc while driving the van.
     • Driver shall use extra caution [drive at slower than normal speeds] when turning,
       changing lanes, or when on exit/entrance ramps. Drivers shall not exceed speed limits at
       any time.

3. Physical Plant will coordinate manufacturer’s maintenance and keep records.

4. Restrict passengers to reduce gross vehicle weight.
   • Remove rear row of seating, limit van to 11 passenger seats.
   • Pack equipment in van, equipment must be packed below rear window level to help keep a
     low center of gravity. (roof racks are not allowed)
   • Limit outside rental vans to 11 passengers.

Note: The above requirements apply to the use of outside rental agency 15 passenger vans as well. Specifically, all
drivers must be classroom trained, authorized drivers, and must limit vans to 11 passengers.

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**Campus Fleet Cars**  
(Includes local, long distance & international use)

- Get approved driver status from S.U. Police (driver license check, bi-annual).
- Contact Physical Plant to request/schedule a vehicle (authorized driver only).
- Complete fleet reports (request & trip report).
- Follow safe driving instructions:
  - Require driver and passengers to wear seat belts at all times while traveling. Driver responsibility to ensure prior to leaving for trip/return.
  - Avoid significant driver distractions: shall not use a cell phone, eat, smoke, read map, apply makeup, etc. Pull off the road to a safe location.

**Rental Vehicle Usage**

- Get approved driver status from S.U. Police (drivers license check, bi-annual).
- Follow safe driving instructions:
  - Require driver and passengers to wear seat belts at all times while traveling. Driver responsibility to ensure prior to leaving for trip/return.
  - Avoid significant driver distractions: shall not use a cell phone, eat, smoke, read map, apply makeup, etc. Pull off the road (exit highway) to a safe location.

**Personal Vehicle Usage**

- Get approved driver status from S.U. Police (drivers license check, bi-annual).
- Follow safe driving instructions:
  - Require driver and passengers to wear seat belts at all times while traveling. Driver responsibility to ensure prior to leaving for trip/return.
  - Avoid significant driver distractions: shall not use a cell phone, eat, smoke, read map, apply makeup, etc. Pull off the road (exit highway) to a safe location.

**Independent Contractors - Visitors**

- If necessary, rent their own vehicle

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Driver’s License Record Check

- Sign a drivers license request form and submit to S.U. Police.
- Allow 3 – 6 weeks for this approval process prior to your need to rent/schedule a fleet vehicle
- Valid Texas driver license is required after 30 days of residing in Texas.
- Approval process: A master list of all approved drivers can be checked for verification of approval, contact Robin Aleman at S.U. Police (x 1657) or Helyne Knauth (x 1916)

Campus Van Procedure

- Individuals must complete a driver license record form. Forms are available from Campus Police (contact Robin Aleman  x 1657). Campus Police reviews records against our standard driver criteria. Copy of master approval list kept at S.U. Police and Physical Plant.

- Van driver training is web-based. The successful completion of the drivers license record check and web-based van driver training serves to authorize employees to use our 15 passenger vans.

- Authorized driver contacts Physical Plant to schedule/reserve a van. A vehicle request form will need to be completed and turned in. A vehicle trip report will be completed by the driver and turned in to Physical Plant upon return.

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Supporting Data

- Vehicle accidents cause 1 out of every 3 work-related fatalities
- Lifetime risk of a vehicle accident is 1 out of every 15 drivers for an average driver (drives less than 12,000 miles per year)
- In the U.S., a vehicle crash occurs every 5 seconds!

![Pie chart showing worker fatalities by incident type in Year 2000]

Worker Fatalities by Incident Type in Year 2000

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Fleet Accidents Involving Injuries Average $21,613

Average Cost Per Claim by Cause of Injury, 1997-98

Data from U.S. Dept. of Labor (Bureau of Labor Statistics) and National Highway Traffic Safety Administration

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